

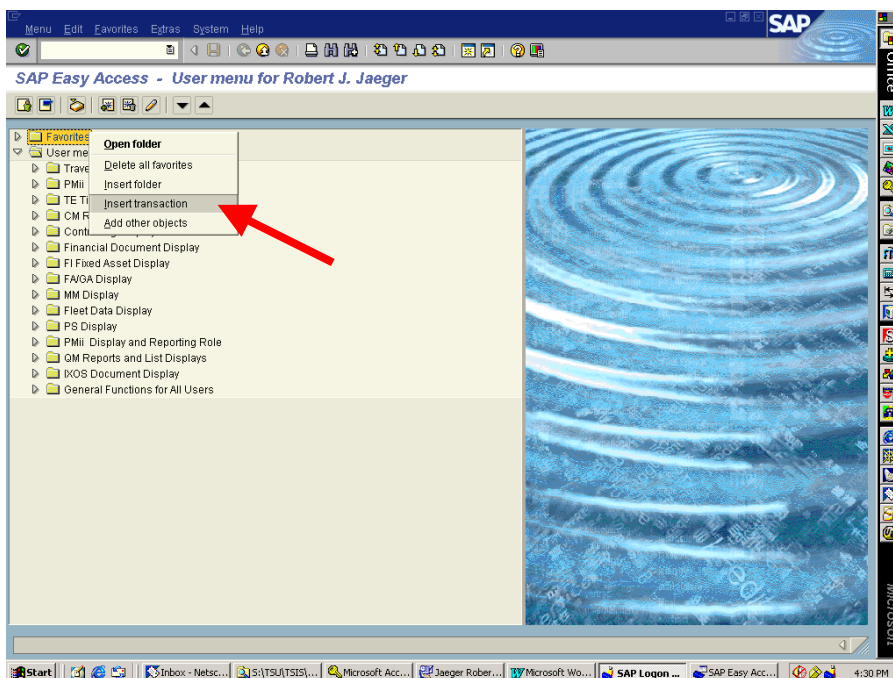
Expense Voucher User Guide

April 2006

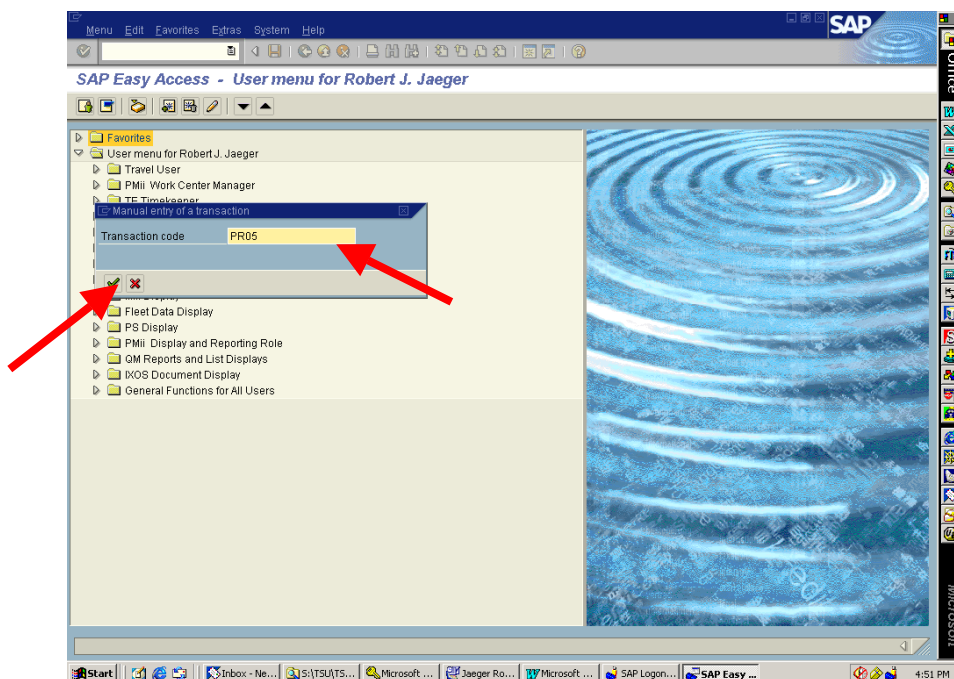
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A. Adding Transactions in the “Favorites” Folder

1. After entering SAP, right click on the “Favorites” folder and select “Insert transaction” from the drop down menu.



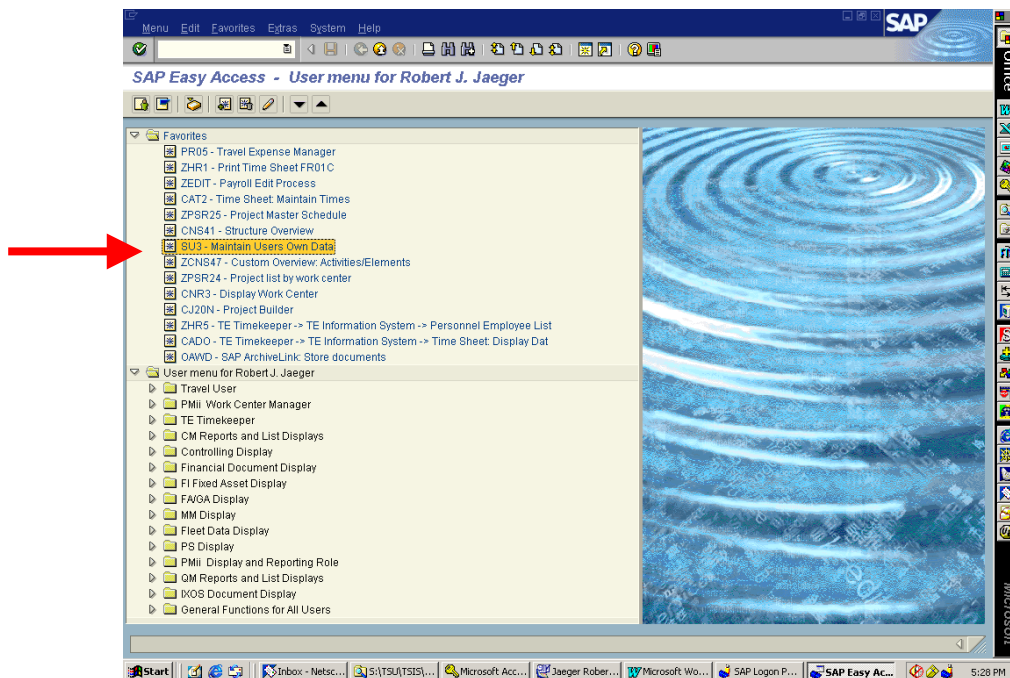
2. Enter “PR05” in the “Transaction code” field and press ENTER or click the green check mark.



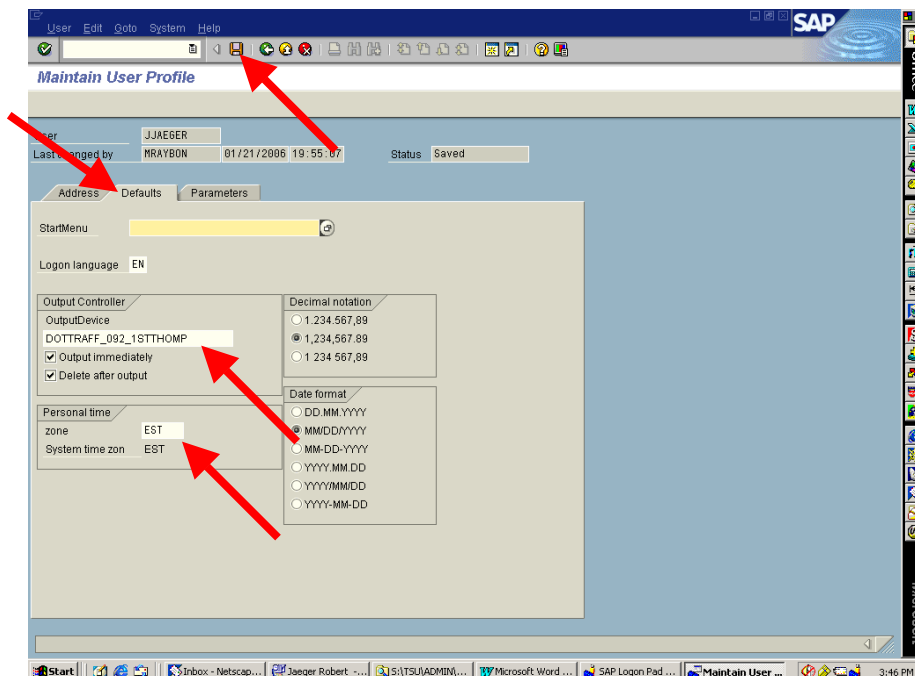
3. Repeat steps 1 and 2 for the “OAWD” and “SU3” transactions.

B. Establishing a Network Printer in SAP

1. After entering SAP, double-click on the “Maintain Users Own Data” (SU3) transaction in the “Favorites” folder.



2. Click on the “Defaults” tab and go to the “Output Controller” window. Enter the appropriate “OutputDevice” (see list, below) and make sure that “Output Immediately” and “Delete after output” are both checked. Go to the “Personal time” window and make sure that EST is entered in the “zone” field. Once this is complete, click on “Save”.



3. List of SAP network printers (names and print locations) – these are case sensitive:

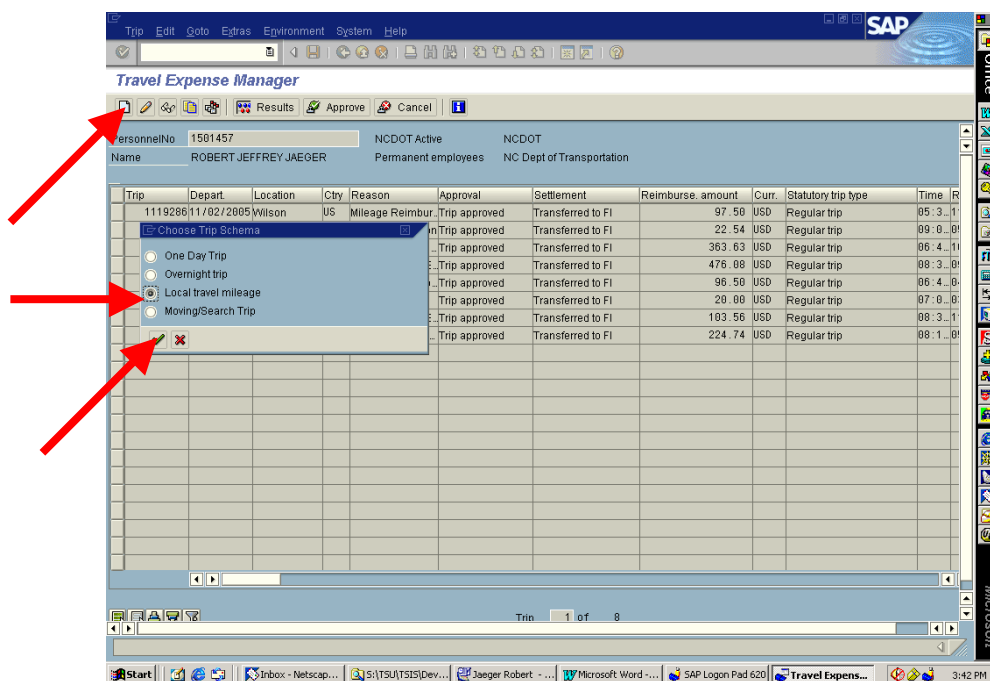
Network Printer Name	Print Location
DOTTRAFF_092_CADD1THOMP	Thompson Building, ground floor supply room
DOTTRAFF_092_1STTHOMP	Thompson Building, rooms 111/113
DOTDiv04_098_Dvoff_1A	Division 4 office, first floor hallway
DOTDiv04_098_Dvoff_1A-LG	Division 4 office, first floor hallway (legal)
DOTDiv03_010_Bridge	Division 3 Bridge Maintenance Office
DOTDiv03_010_Bridge_Bridge-LG	Division 3 Bridge Maintenance Office (legal)
DOTTra_Cumberland26_SHReg	Sandhills Regional Office
NCDOTTraffic_033_Regional_Off	Triad Regional Office
DOTDiv10_013_ConstHarrisbur	Metrolina Regional Office
DOTDiv10_013_ConstHarrisbur_MF	Metrolina Regional Office (manual feed/legal)
DOTTRAFF_092_CADD1TMC	Capital Regional Office
DOTTRAFF_092_CADD1TMC_MF	Capital Regional Office (manual feed/legal)

C. Important Information

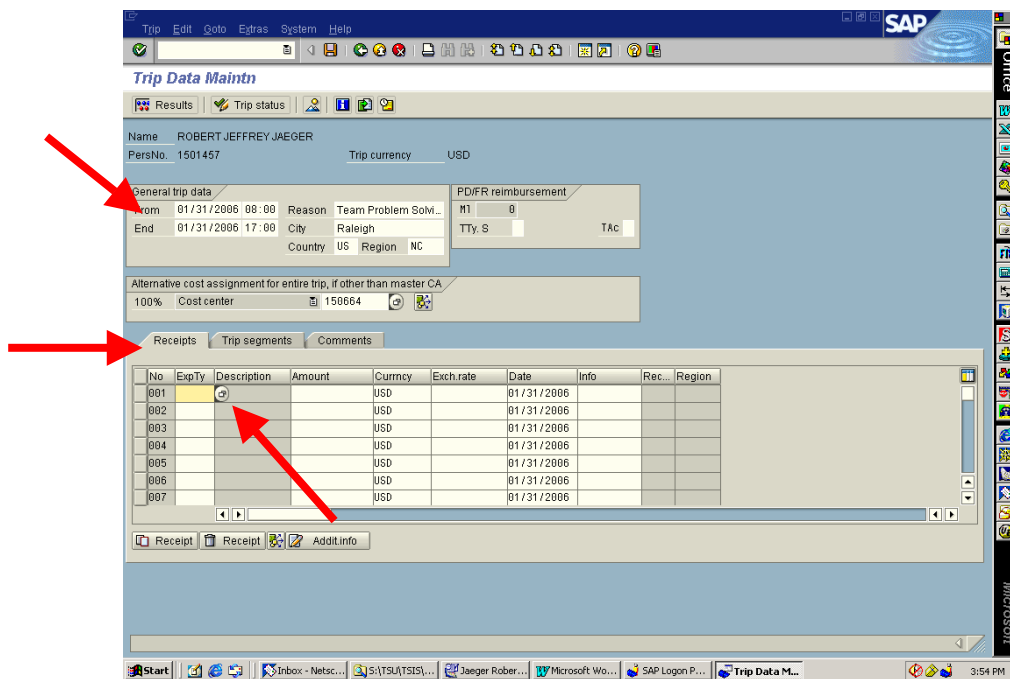
D. Non-Overnight Stay/Travel Reimbursement

The instructions in this section are only for non-food and non-lodging reimbursement which may include reimbursement for parking, registration fees, cell phone usage, etc. Reimbursements in this section may have receipts (such as registration fees, parking over \$4.00, etc.) or may not have receipts (such as cell phone usage, parking for \$4.00 or less, etc.).

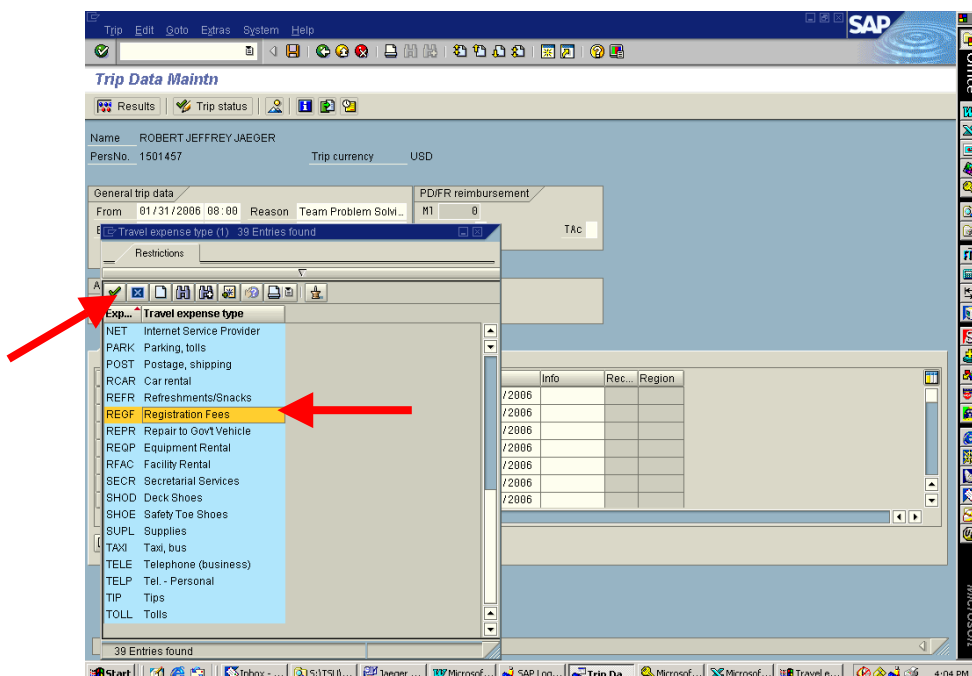
1. After entering SAP, double-click on the “Travel Expense Manager” (PR05) transaction in the “Favorites” folder. Click on the “Create” button and select “Local travel mileage” and press ENTER or click the green check mark.



2. Enter the beginning (“From”) and ending (“End”) dates and times of the requested reimbursement (use military time), the reason for the receipt (class name, parking etc.), the city, and the appropriate cost center. Click on the “Trip segments” tab and then back on the “Receipts” tab (this is done so that the “expense types” drop down menu will be enabled).



3. Click on the “expense types” drop down menu and select the appropriate “Travel expense type” such as “REGF” for registration fees, “PARK” for parking reimbursement, etc., and press ENTER (or double-click on your selection) or click the green check mark.



4. Enter the amount of the requested reimbursement in the “Amount” field, check to make sure the date is correct, and double-click in the “Info” field. Complete the “Description” and “Location” fields and then press ENTER. The system will prompt you for additional information, if necessary (such as gasoline, personal credit card usage, etc.).

The screenshot shows the SAP Trip Data Maintenance (Trip Data Maintn) screen. A receipt entry is being added for the date 01/31/2006. The receipt details are as follows:

RNo	Receipt	Amount	Curr.	Exch. rate
001	Registration F...	40.00	USD	1.00000

The 'Add info' dialog box is open, showing the following information:

- Description: Team Problem Solving
- Location: Raleigh (NCDOT Training Center)
- Country: US Region: NC
- Document number: (empty)
- Category/Provider: (empty)

Red arrows indicate the 'Add info' button at the bottom left and the 'Info' field in the receipt table.

5. Enter another reimbursement item and repeat steps 3 and 4 for each additional reimbursement request, or click on the “Trip status” button.

The screenshot shows the SAP Trip Data Maintenance (Trip Data Maintn) screen with the 'Trip status' button highlighted by a red arrow. The screen displays the following information:

Name: ROBERT JEFFREY JAEGER
PersNo: 1501457
Trip currency: USD

General trip data:

- From: 01/31/2006 08:00 Reason: Team Problem Solv...
- End: 01/31/2006 17:00 City: Raleigh Country: US Region: NC

PD/FR reimbursement:

- M1: 0
- Tty: S
- Tac: (empty)

Alternative cost assignment for entire trip, if other than master CA:

- 100% Cost center: 150664

The 'Receipts' tab is selected, showing a table of receipts:

No	ExpTy	Description	Amount	Currency	Exch. rate	Date	Info	Rec...	Region
001	REGF	Registration F...	40.00	USD	1.00000	01/31/2006		US	NC
002				USD		01/31/2006			
003				USD		01/31/2006			
004				USD		01/31/2006			
005				USD		01/31/2006			
006				USD		01/31/2006			
007				USD		01/31/2006			

Red arrows indicate the 'Trip status' button and the 'Info' field in the receipt table.

6. Make sure the “Trip completed/Report recorded” and “To be settled” buttons are selected and then save.

Save (Ctrl+S)

Name ROBERT JEFFREY JAEGER
PersNo. 1501457
Trip currency USD

Current status
Approval Accounting Form DME FI HR PAY

Declaration
I confirm that all expenses were incurred by and on behalf of the company.

New status
Approval Accounting
Request entered open
Trip completed/Report recorded to be settled

7. Select the line(s) to be reimbursed, check the amounts, and select either the “Change” button to make changes or the “Results” button to print the travel expense statement (expense voucher).

Trp Edit Goto Extras Environment System Help

Travel Expense Manager

Results Approve Cancel

PersonnelNo 1501457

NCDOT Active NCDOT

Name ROBERT JEFFREY JAEGER Permanent employees NC Dept of Transportation

Trip	Depart	Location	Ctry	Reason	Approval	Settlement	Reimburse amount	Curr	Statutory trip type	Time
112728201/31/2006	Raleigh	US	Team Problem S...	Trip completd	to be settd		40.00	USD	Regular trip	08:00
111928611/02/2005	Wilson	US	Mileage Reimburs	Trip approved	Transferred to FI		97.50	USD	Regular trip	05:31
109590705/10/2005	Butner, North...	US	Field Investigation	Trip approved	Transferred to FI		22.54	USD	Regular trip	09:09
106943610/20/2004	Wilmington	US	NC MPO Annual ...	Trip approved	Transferred to FI		363.63	USD	Regular trip	06:41
106421209/07/2004	Charlotte & A...	US	Field Trip and TE...	Trip approved	Transferred to FI		476.08	USD	Regular trip	08:30
104848004/29/2004	Atlantic Beach	US	Field Investigatio...	Trip approved	Transferred to FI		96.50	USD	Regular trip	06:40
104486603/12/2004	Wilmington	US	NCSITE Meeting	Trip approved	Transferred to FI		20.00	USD	Regular trip	07:00
103526609/26/2003	Raleigh, Fui...	US	Mileage, NCSITE...	Trip approved	Transferred to FI		103.56	USD	Regular trip	08:31
100671505/13/2003	High Point	US	Traffic Engineer...	Trip approved	Transferred to FI		224.74	USD	Regular trip	08:10

Trin 1 of 9

Trip 0001127202 was saved

Start

Inbox - Netsc...

S:\TSU\TSIS\...

Jaeger Rober...

Microsoft Wo...

SAP Logon P...

Travel Exp...

4:31 PM

8. Select the “Print” button to print the travel expense statement (expense voucher).

Standard Travel Expense Form [Print (Ctrl+P)]

PERSONAL DATA

Name	ROBERT JEFFREY JAEGER	Simulation
Personnel	1501457	NCDOT NC Dept of Transportation
Trip no	1127282	NCDOT Employees Cost center 150664

ITINERARY

Trip destination	Reason/Location/Coun	Activity
01/31/2006 08:00 -	Team Problem Solving	All trips
01/31/2006 17:00	Raleigh	
	US - NC In-State	

ITEMIZED RECEIPTS

Date	RNo	Receipt	VT	Amount in USD
01/31/06	001	Registration Fees		40.00
Indiv. statement reimburs. amount in USD				40.00

TOTAL AMOUNTS

Reimbursement amt in USD	40.00
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COST DISTRIBUTION

Trip expenses to be transferred (w.CO receiver): in : USD		40.00
40.00 USD	to:	
	Company Code	1500
	Cost center	150664
	Funds center	157670

9. Select “Continue” on the print screen to complete the printing.

Print Screen List

Continue User-specific print parameters

Output device: DOTTRAFF_092_1STTHOMP DOTTRAFF_Wake092_1STTHOMP

Number of copies: 1

Number of pages: ☒ Print all ☐ Print from page 0 To 0

Spool request: Name: SAPMP56T_JJA Title: Authorization:

Spool options: ☒ Print immediately ☒ Delete after output ☒ New spool request Print priority: 5 Medium Spool retention per: 0 Day(s) Archiving mode: Print only

Cover sheets: ☐ SAP cover page ☐ OperSys cover page Recipient: JJAEGER Department: TRAFFIC SERV

Print settings: Report page: 65 Rows ☐ Only text ☐ Footer Report width: 78 Columns Format: Z_65_80 ABAP/4 list: At least 65 rows by 80 colu

10. Sign the travel expense statement (expense voucher) and give it (fax it) to your section head (other than scanning any receipts related to the current statement, there is no other paperwork necessary). **For regional staff, file the signed original, along with any receipts, in your office for audit purposes.**

Note – the travel expense statement (expense voucher) will have “Simulation” in the top right corner. This can be ignored.

Standard Travel Expense Form

TRAVEL EXPENSE STATEMENT

Name: ROBERT JEFFREY JAEGER
Personnel: 1501457
Trip no: 1127282

Fund: HFB1

Additional info for individual statement

DNo Doc.	Amount	Curr.	Number	Ctry	Region
001 Registration Fee	40.00	USD	1	US	NC
Description	Team Problem Solving				
Location	Raleigh (NCDOT Training Center)				

CERTIFICATION

Under penalties of perjury I certify this is a true and accurate statement of the city of lodging and expenses incurred in the service of the State.

Date: _____ Signature: _____

I have examined this reimbursement request and certify that it is just, reasonable, necessary and conforms to State and Department travel policy.

Approving Authority's Signature: _____ Title: _____

E. Scanning Items (receipts, etc.)

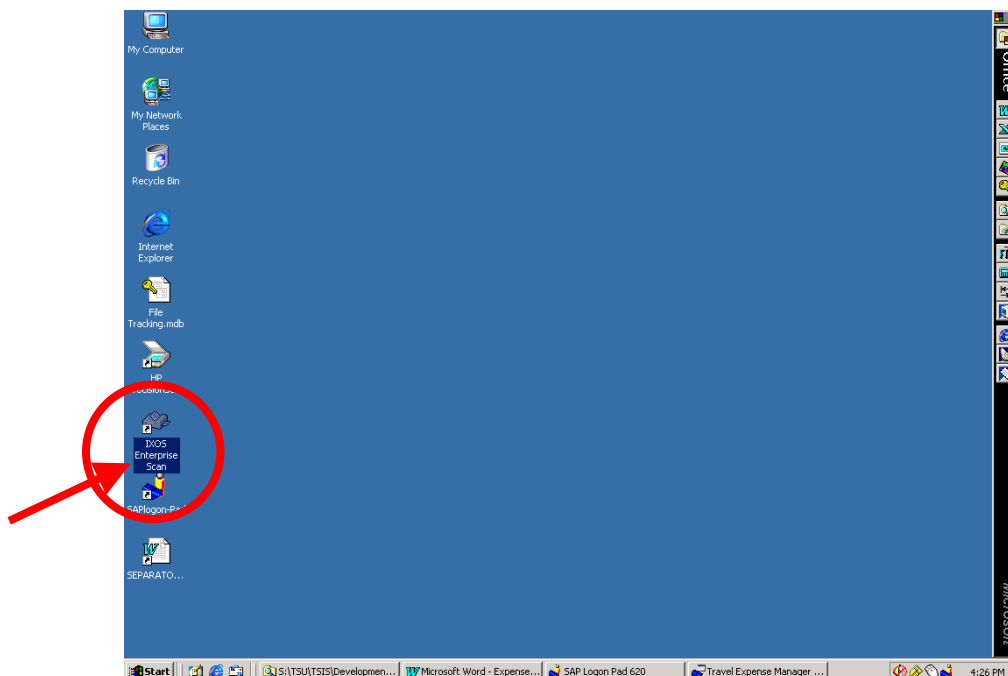
All receipts (and some other items) must be scanned into SAP, and each item must have your personnel number and the appropriate trip number written on them (these can be obtained directly from the top left corner of your signed travel expense statement (expense voucher). If your item is smaller than letter size (8.5" x 11") then it may be easier to scan if you make a copy of it. Complete the following steps **per trip number**.

Note – if you do not currently have access to an IXOS scanner you can fax a copy of any items that need scanning to the central office until your scanner arrives. However, be sure that each item needing to be scanned has your personnel number and trip number written on them. Be sure to file the original items to be scanned in your office with the original travel expense statement (expense voucher).

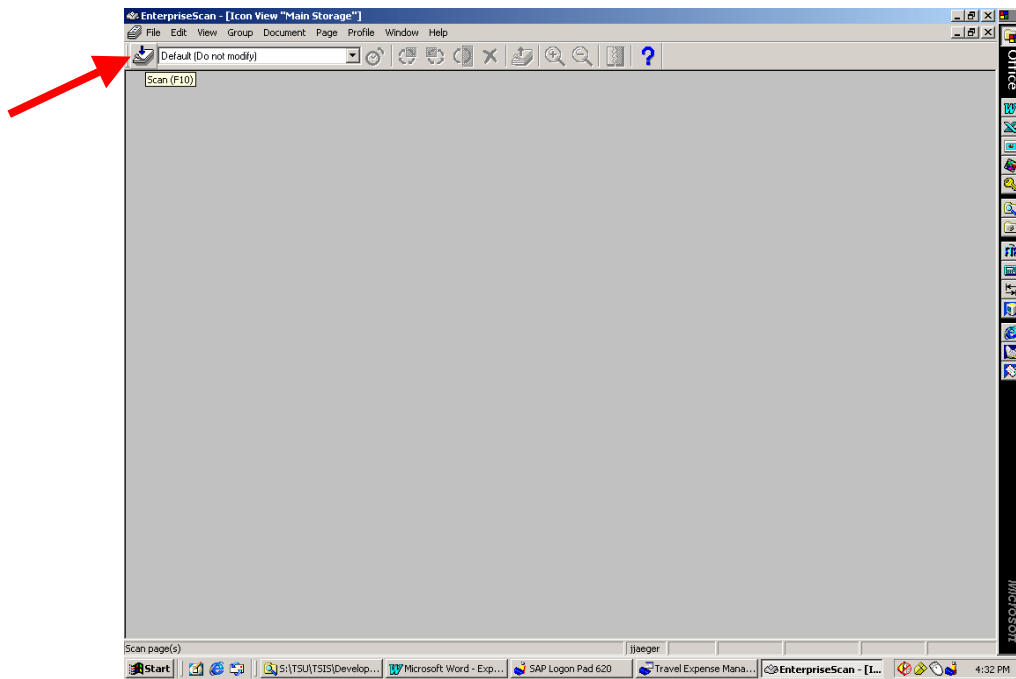
Note – if you are requesting reimbursement for refreshments or other supplies (for a meeting, conference, etc.) you must scan in the agenda and the roster along with any receipts.

Important note – the following steps must all be completed at the computer that is attached to the IXOS scanner and con not be done from your desktop. Be sure to log out of SAP on your desktop before logging into SAP on the computer that is connected to the IXOS scanner.

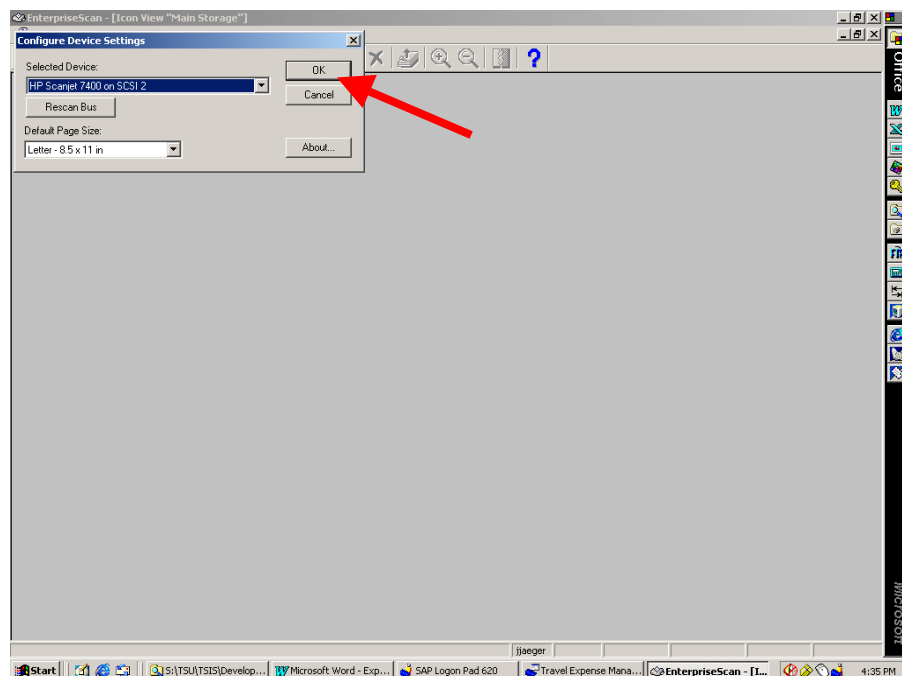
1. Double-click on the desktop icon for “IXOS Enterprise Scan” and log on to SAP.



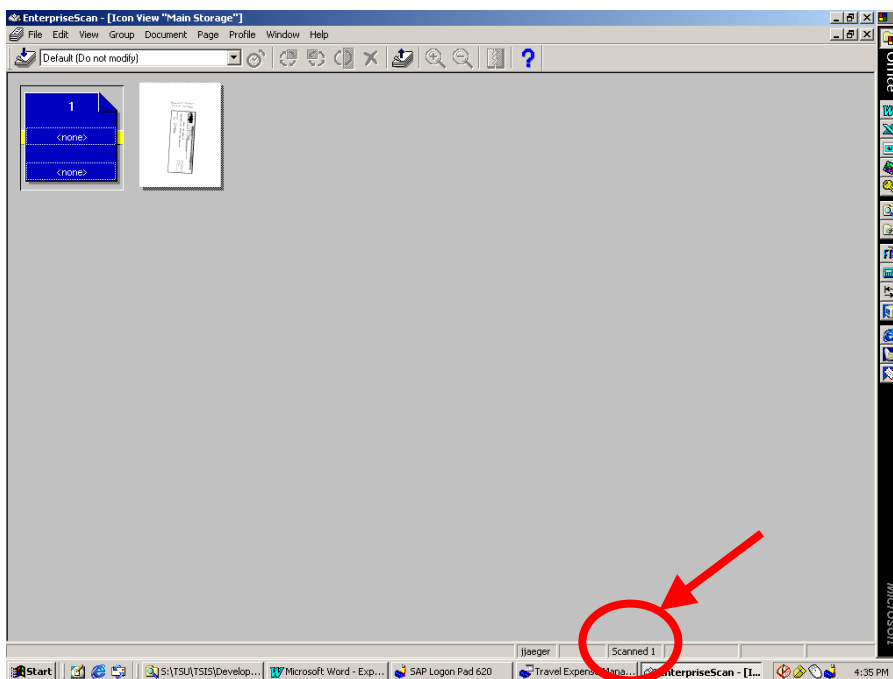
2. Place your item(s) in the scanner and press the “Scan” button.



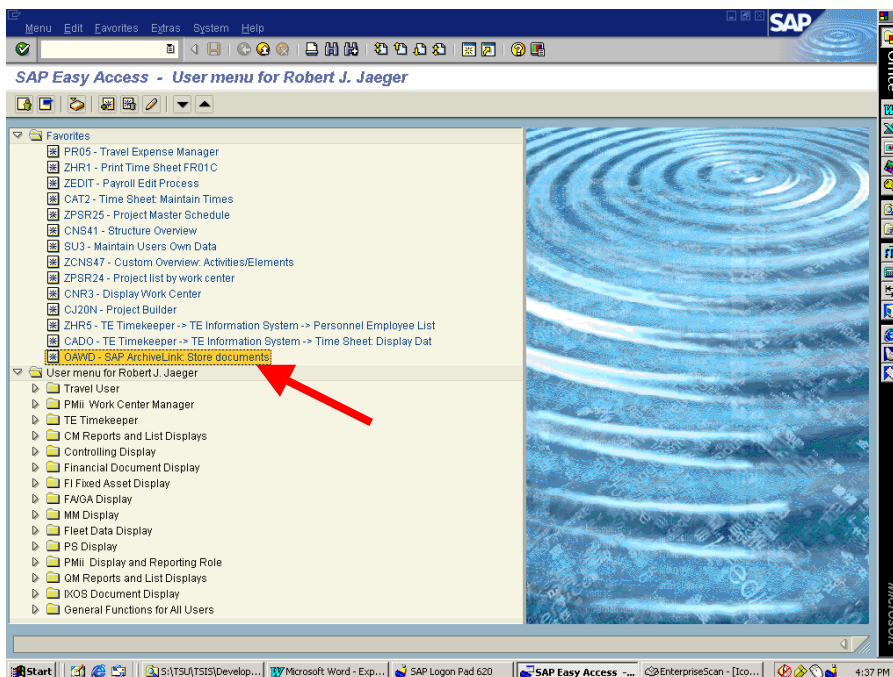
3. Your scanner should be set up when installed. Therefore, click on “OK” when the “Configure Device Settings” window comes up.



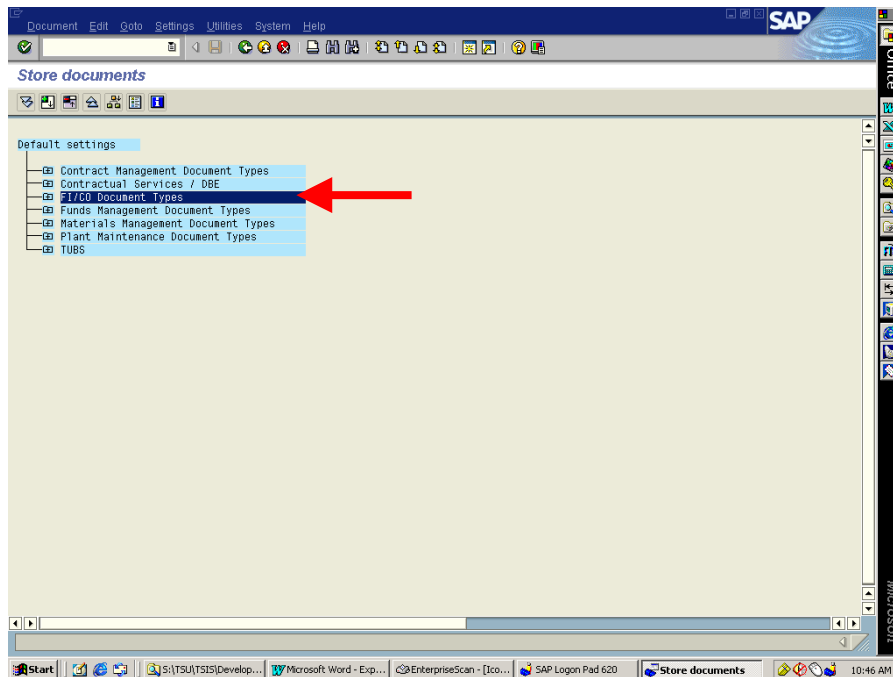
4. After warming up, the scanner will scan the item(s) and display them on the IXOS screen. The IXOS program will only display a maximum of six scanned items at a time. However, the bottom of the screen will indicate the total number of items scanned.



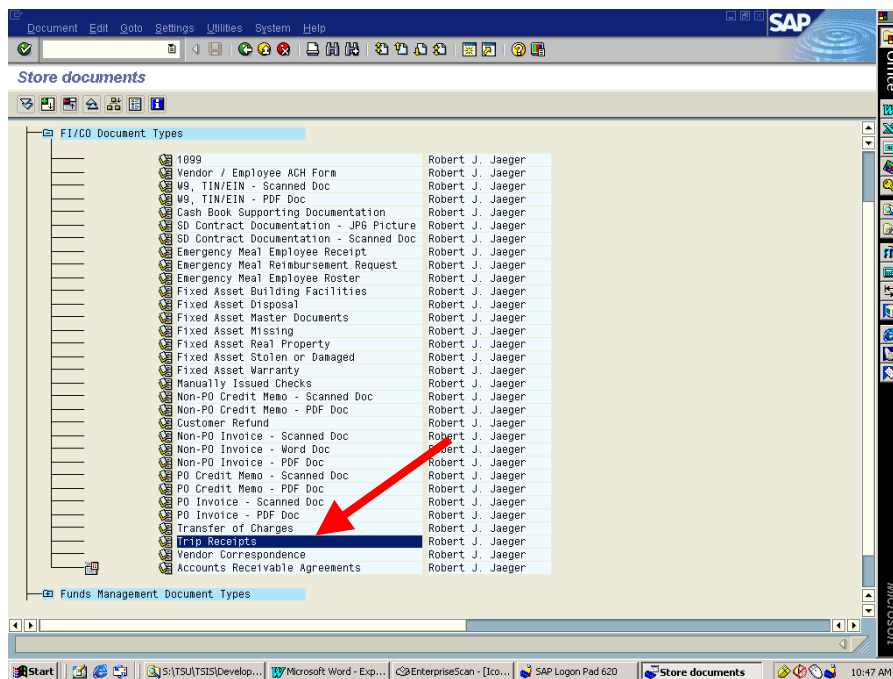
5. Sign on to SAP at the computer connected to the IXOS scanner (be sure you have logged out of SAP on your desktop computer). Double-click on the "SAP ArchiveLink: Store documents" (OAWD) transaction from the main SAP screen.



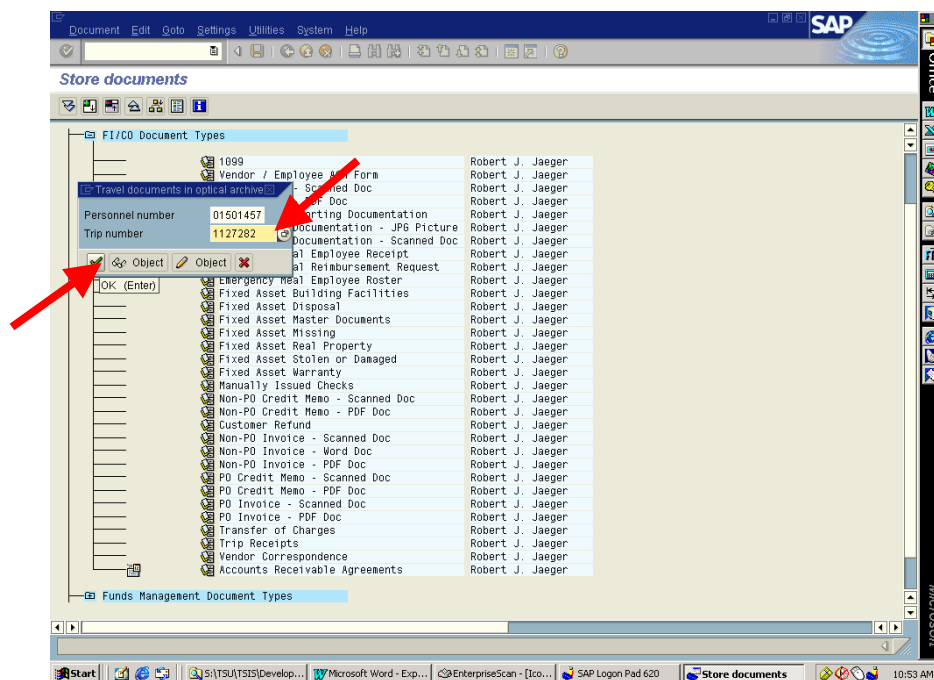
6. Open “FI/CO Document Types” by either double clicking on it or clicking on the folder to the left of it with the “+” symbol.



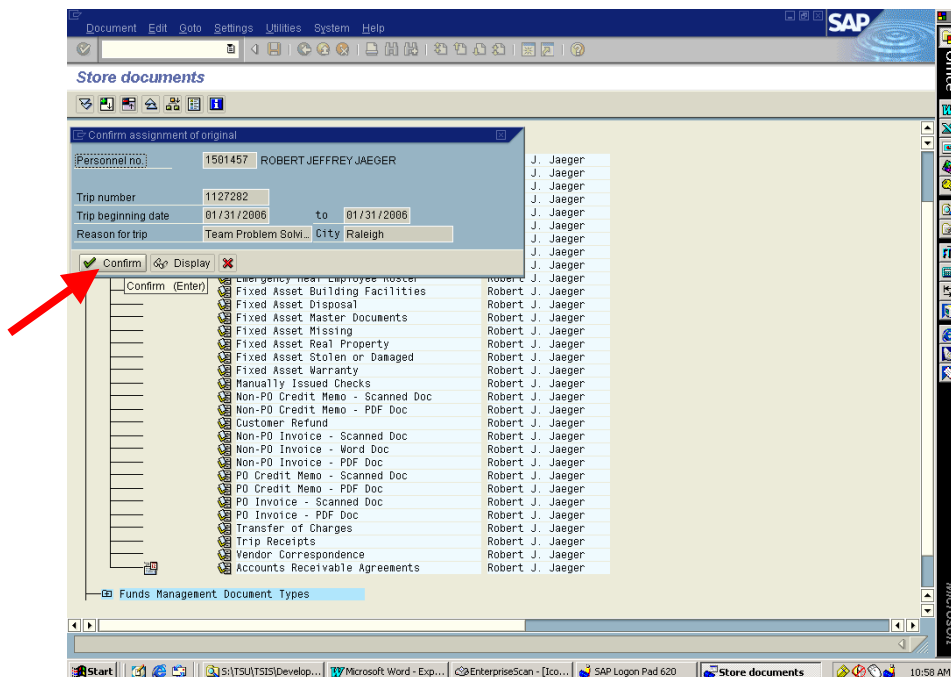
7. Double-click on “Trip Receipts”.



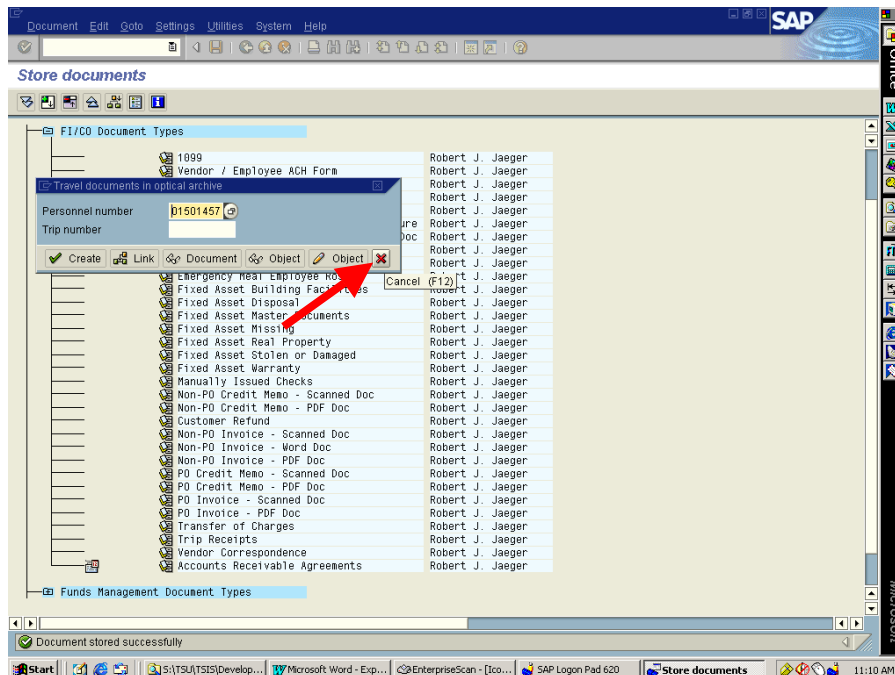
8. Enter your personnel number (if not already displayed) and the trip number for the item(s) you just scanned for this trip number. Select the green check mark “OK (Enter)” or press ENTER.



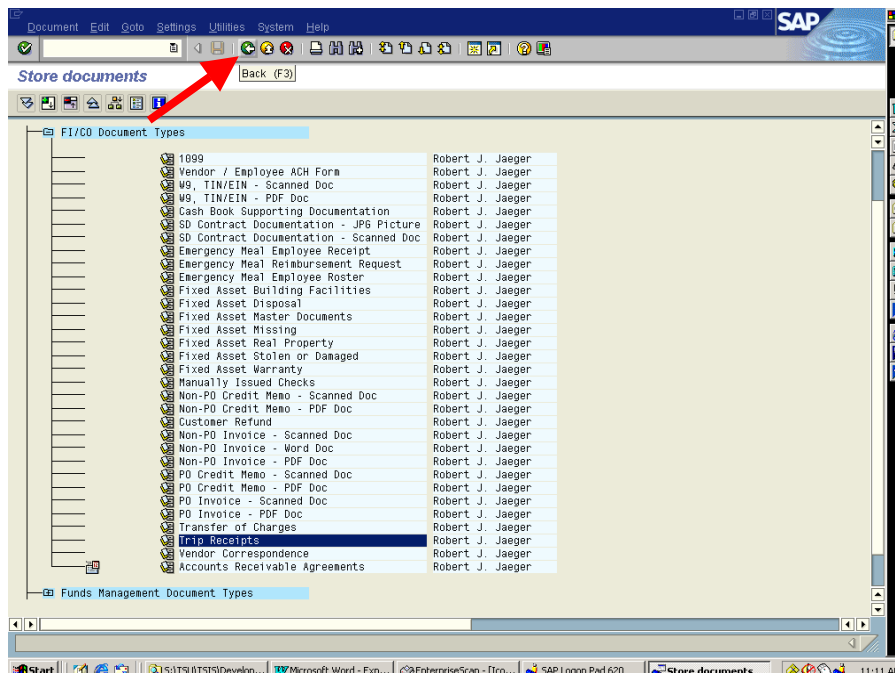
9. When the “Confirm assignment of original” screen is displayed either click the green check “Confirm (Enter)” or press ENTER.



10. After the “Confirm assignment of original” screen goes away, the displayed scanned item(s) (remember: a maximum of only 6 will be displayed at one time) will disappear from the IXOS screen. If you had more than six (6) scanned items for that trip number, select the red mark “Cancel (F12)” and repeat steps 7 through 9 (and continue to do this until all scanned items for that trip number are gone). Either repeat steps 2, 3, 4, 8, and 9 for additional item(s) for a different trip number or select the red mark “Cancel (F12)”.



11. Select the “Back (F3)” button to return to the SAP main screen and exit the system. Don’t forget to close the “IXOS Enterprise Scan” application as well.

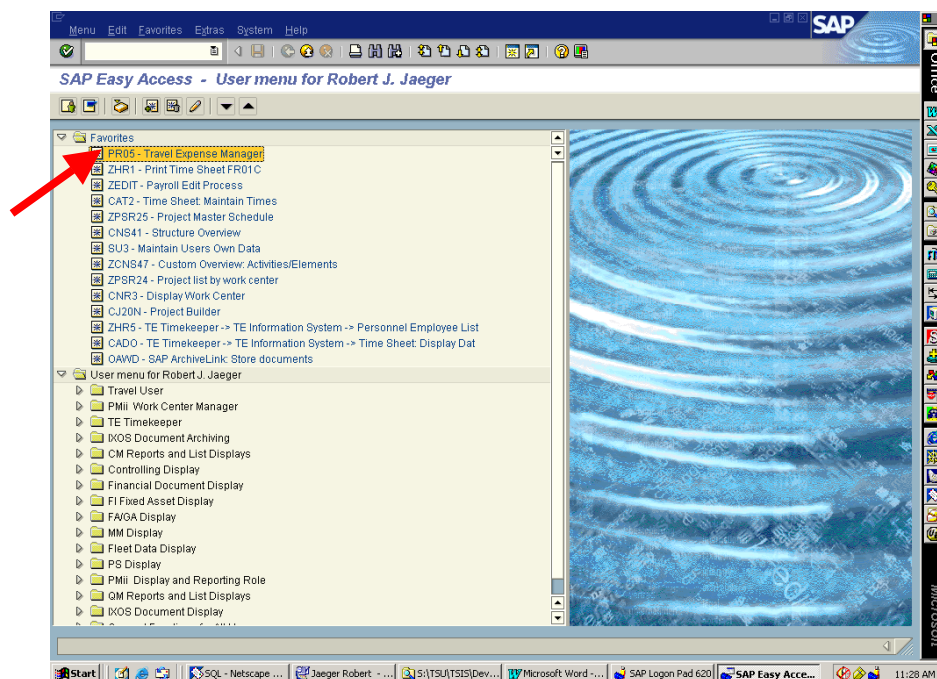


12. For central office employees, attach the receipt(s) to the travel expense statement (expense voucher) when it is turned in to your section head. **For regions, once scanned, place the receipt with the travel expense statement (expense voucher) in your files.**

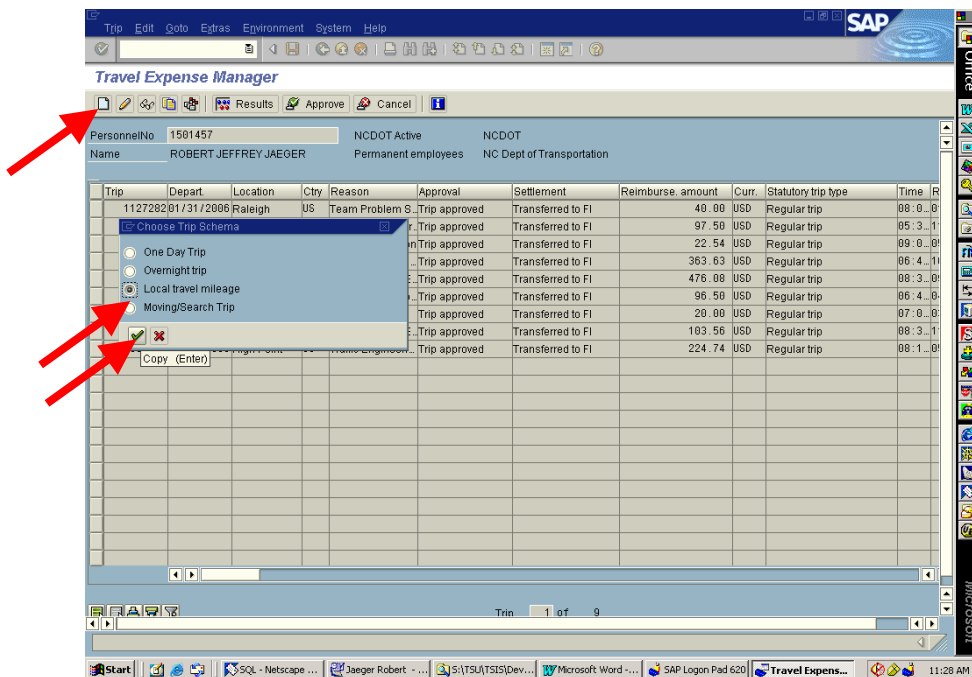
F. Mileage (without meals)

The instructions in this section are only for mileage reimbursement that does not include meals (i.e. travel between 6:00 a.m. and 8:00 p.m.). Reimbursements in this section will not have receipts.

1. After entering SAP, double-click on the “Travel Expense Manager” (PR05) transaction in the “Favorites” folder.



2. Click on the “Create” button and select “Local travel mileage” and press ENTER or click the green check mark “Copy (Enter)”.



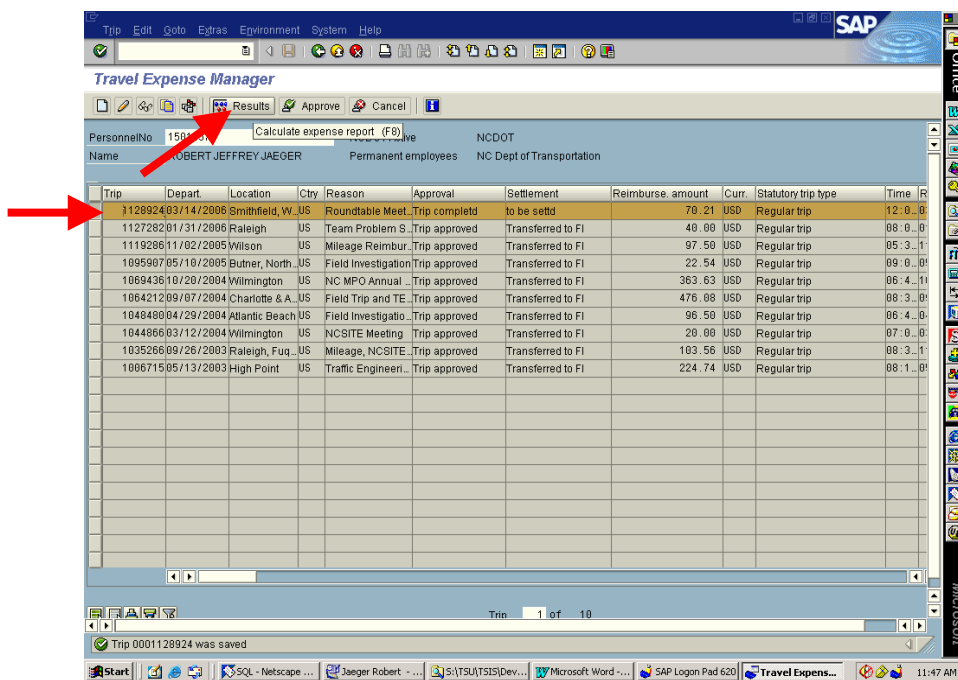
3. Enter the date(s) and times (military time) of the trip(s), reason(s), city(s), and the appropriate cost center in the top portion of the screen. In the bottom portion of the screen, enter the individual trip(s) mileage(s), reimbursement rate(s), and the beginning and ending location(s). For central office and Raleigh regional personnel, select the “statutory rate” for all trips of 60 miles and less, otherwise, select the “motor pool rate”. **For non-Raleigh regional personnel, select the “statutory rate”.** Once your trip(s) are complete, select “Trip status (Shift+F1)”.

The screenshot shows the SAP Trip Data Maintenance screen. The top section contains fields for Name (ROBERT JEFFREY), Person Number (1501457), Trip currency (USD), and Trip status (Shift+F1). Below this is the 'Open trip data' section with fields for From (03/14/2006 12:00), End (03/16/2006 17:00), Reason (Roundtable Meeting...), City (Smithfield, Wilson, F...), Country (US), Region (NC), and Alternative cost center (150664). The 'Receipts' tab is selected, showing a table of trip segments. The table has columns for Date, Total, Vehicle class, Starting loc., and End loc. The data rows show various trips with dates from 03/14/2006 to 03/16/2006, vehicle classes like 'Statutory Rate' and 'Motor Pool Rate', and starting/ending locations like 'Raleigh', 'Smithfield', 'Fuquay-Varina', and 'Wilson (and return)'. Red arrows point to the 'Trip status (Shift+F1)' button, the 'End' date and time field, the 'Cost center' field, and the 'Trip segments' table.

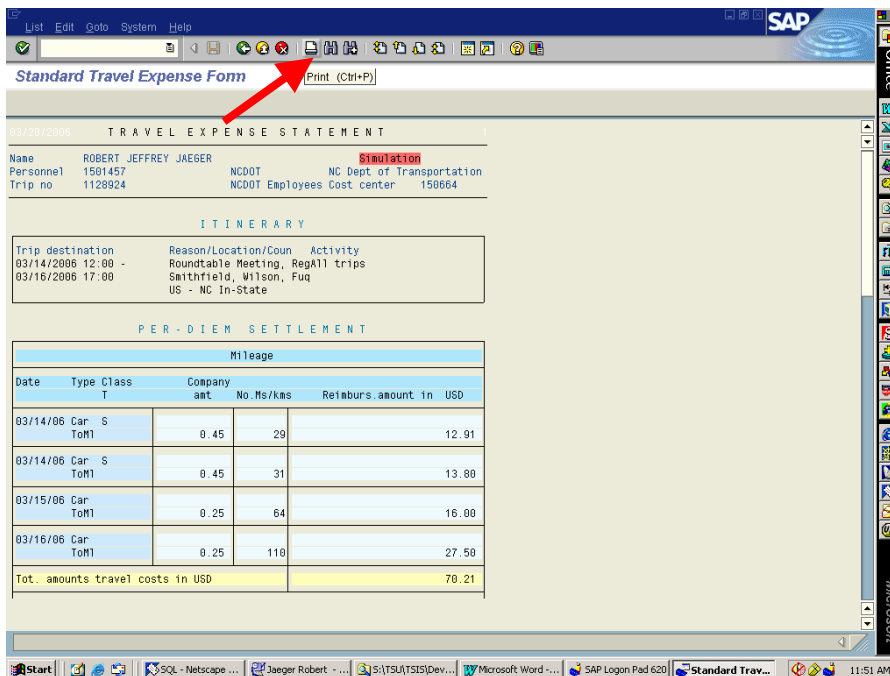
4. Select the radio buttons for “Trip completed/Report recorded” and “to be settled” and “Save (Ctrl+S)”.

The screenshot shows the SAP Trip Data Maintenance screen with the 'New status' section. The 'Save (Ctrl+S)' button is at the top. Below it are sections for 'Current status' (Approval, Accounting, Form, DME, FI, HR PAY), 'Declaration' (I confirm that all expenses were incurred by and on behalf of the company), and 'New status'. The 'New status' section has two radio buttons: 'Request entered' and 'Trip completed/Report recorded'. The 'Trip completed/Report recorded' radio button is selected. Below it are two more radio buttons: 'open' and 'to be settled'. The 'to be settled' radio button is selected. Red arrows point to the 'Save (Ctrl+S)' button, the 'Trip completed/Report recorded' radio button, and the 'to be settled' radio button.

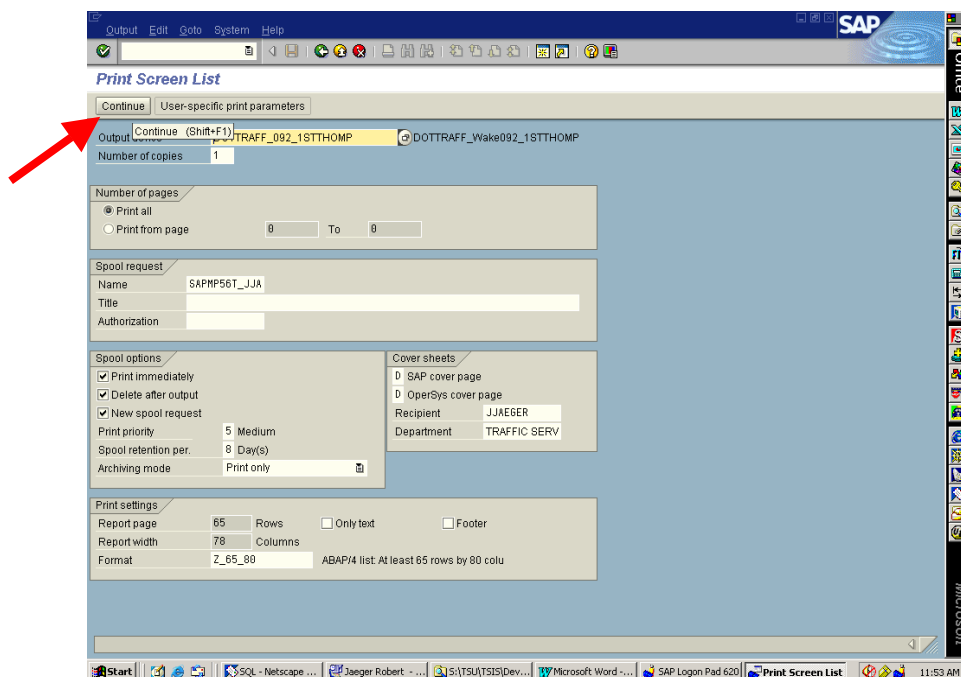
5. Select the line for reimbursement and click on the “Results” button.



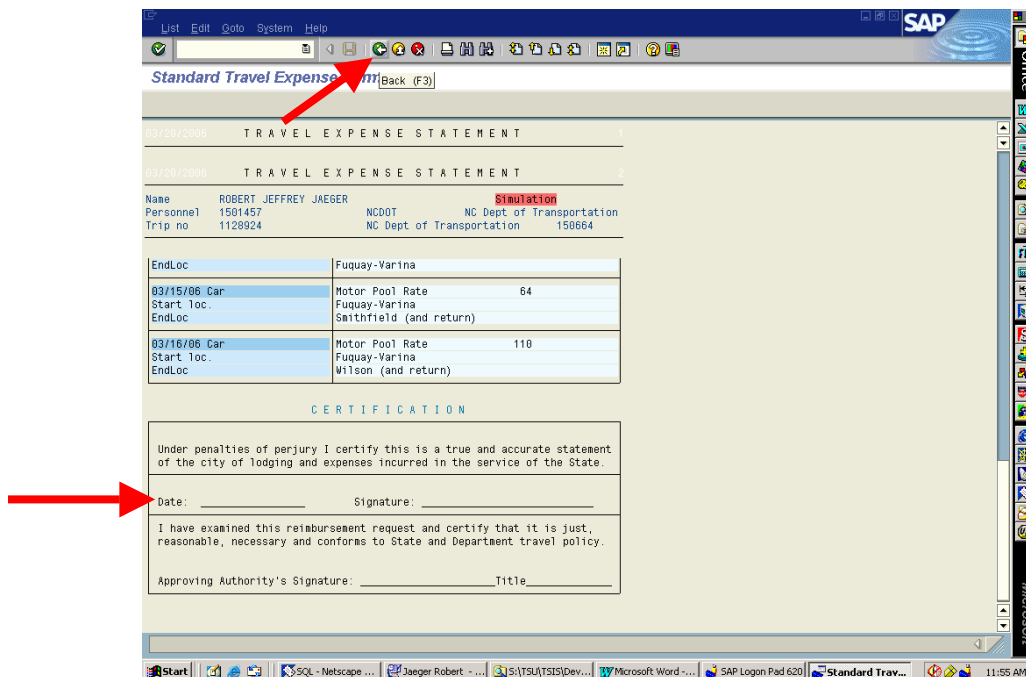
6. When the view for the “Travel Expense Statement” (expense voucher) is displayed, click on the “Print (Ctrl+P)” button.



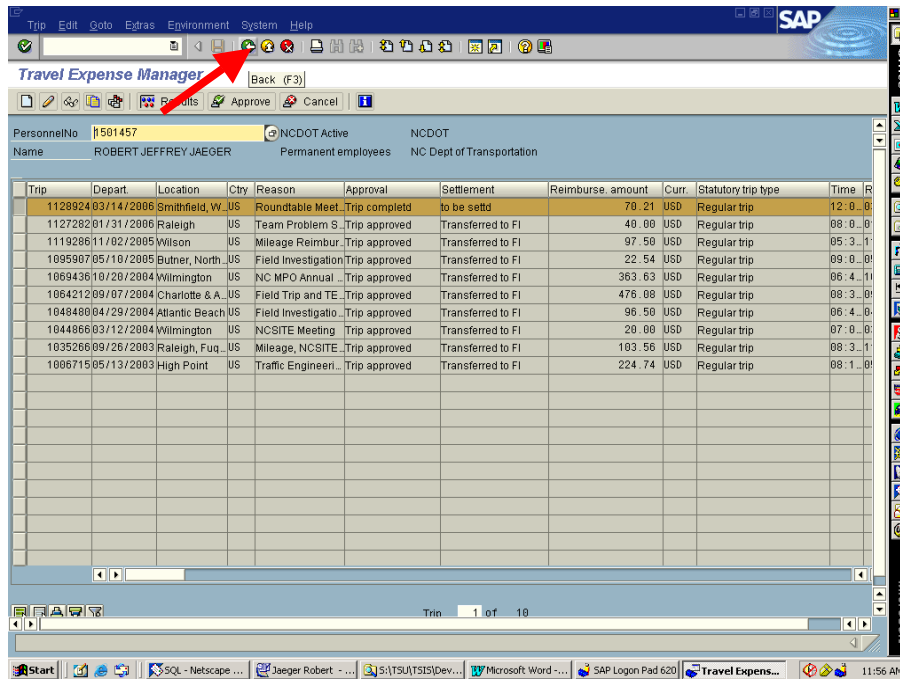
7. Click on the “Continue (Shift+F1)” button.



8. Once the “Travel Expense Statement” (expense voucher) has printed, sign it and send it to your section head for approval. **For regional personnel, fax your signed copy of the “Travel Expense Statement” (expense voucher) to your section head and file the original in your office for audit purposes.** Click on “Back (F3)” to return to the “Travel Expense Manager” screen.



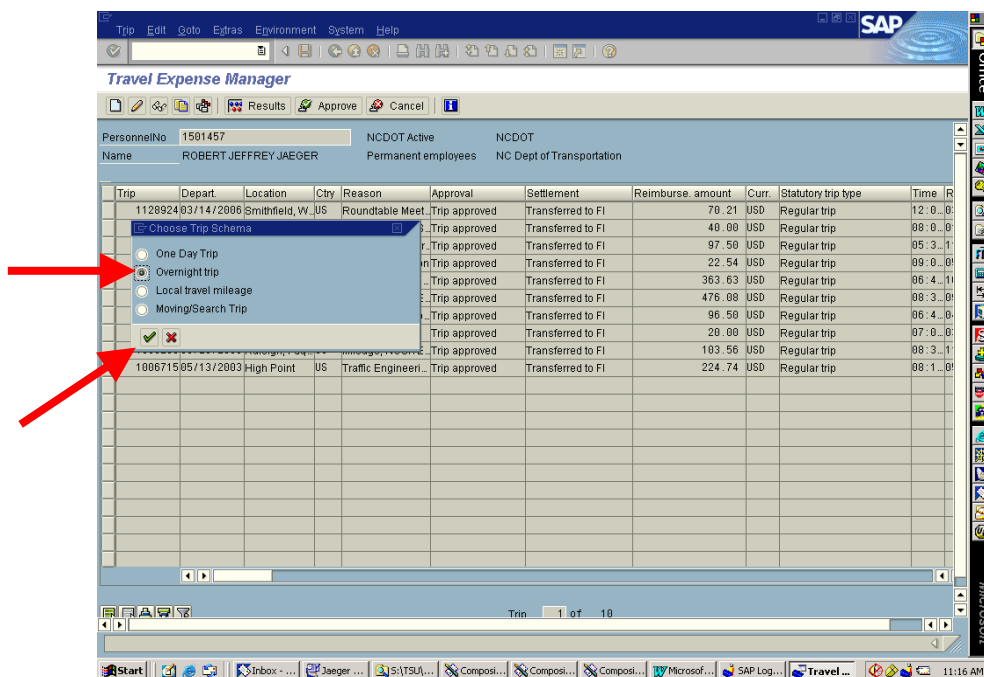
9. Click on “Back (F3)” again to return to the SAP main screen.



G. Overnight Stay/Travel Reimbursement

The instructions in this section are only for overnight travel reimbursement, which may include reimbursement for lodging, food, etc. Reimbursements in this section may have receipts (such as lodging, parking over \$4.00, etc.) or may not have receipts (such as for food, parking for \$4.00 or less, etc.).

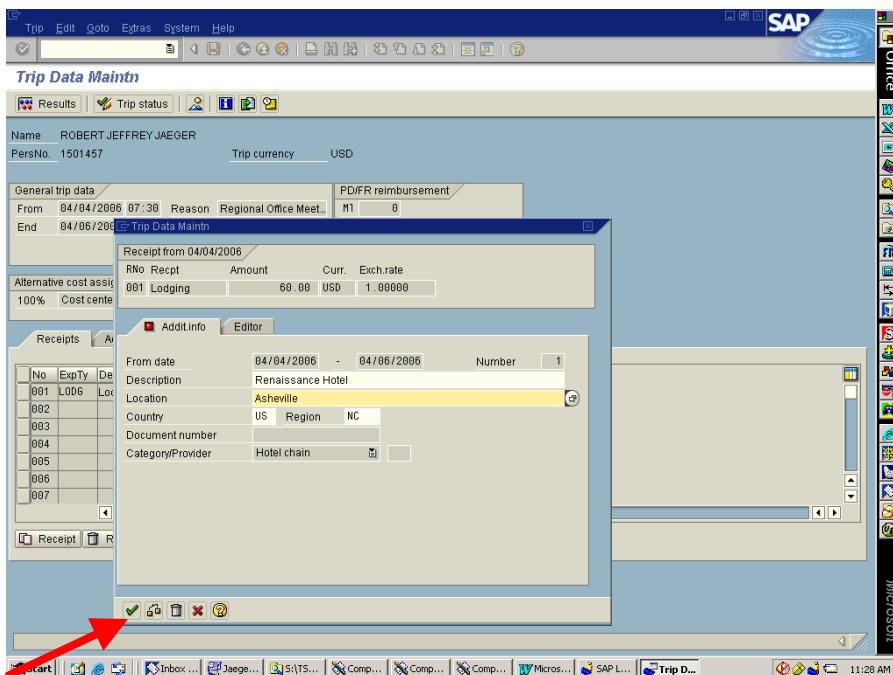
1. After entering SAP, double-click on the “Travel Expense Manager” (PR05) transaction in the “Favorites” folder. Click on the “Create” button and select “Overnight trip” and press ENTER or click the green check mark.



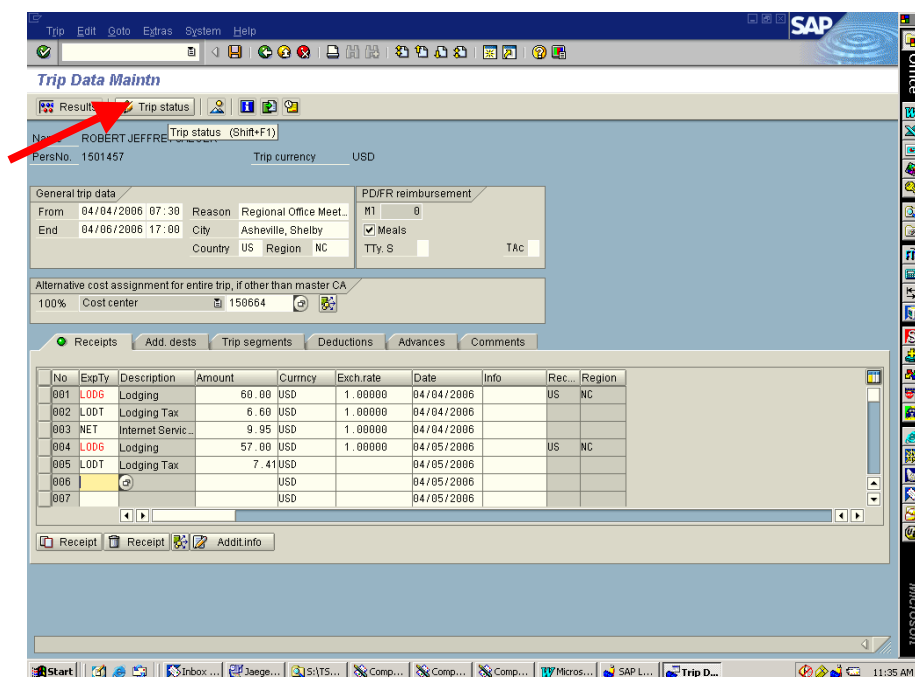
2. Enter the beginning (“From”) and ending (“End”) dates and times of the requested reimbursement (use military time), the reason for the receipt (class name, parking etc.), the city, and the appropriate cost center. Click on the “Trip segments” tab and then back on the “Receipts” tab (this is done so that the “expense types” drop down menu will be enabled).

3. Click on the “expense types” drop down menu and select the appropriate “Travel expense type” such as “LODG” for lodging, “LODT” for lodging tax, “PARK” for parking or toll fees, etc. and press ENTER (or double-click on your selection) or click the green check mark.

4. Enter the amount of the requested reimbursement in the “Amount” field, check to make sure the date is correct, and double-click in the “Info” field. Complete the “Description” and “Location” fields and then press ENTER or click on the green check mark.



5. Enter another reimbursement item and repeat steps 3 and 4 for each additional reimbursement request, or click on the “Trip status” button.



6. Make sure the “Trip completed/Report recorded” and “To be settled” buttons are selected and then save.

Trip Data Maintn: Status

Name: ROBERT JEFFREY JAEGER
PersNo: 1501457
Trip currency: USD

Current status: Approval, Accounting, Form, DME, FI, HR PAY

Declaration: I confirm that all expenses were incurred by and on behalf of the company.

New status:

- Approval:
 - ☐ Request entered
 - ☒ Trip completed/Report recorded
- Accounting:
 - ☐ open
 - ☒ to be settled

Save (Ctrl+S)

7. Select the line(s) to be reimbursed, check the amounts, and select either the “Change” button to make changes or the “Results” button to print the travel expense statement (expense voucher).

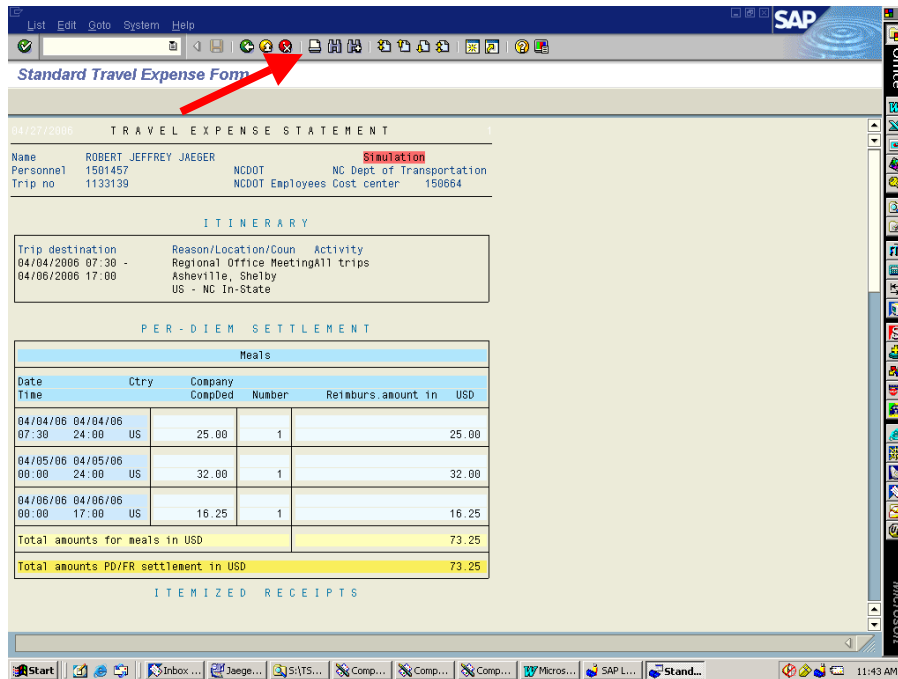
Travel Expense Manager

PersonnelNo: 1501457
Name: ROBERT JEFFREY JAEGER
Permanent employees
NCDOT Active
NCDOT
NC Dept of Transportation

Trip	Depart	Location	Ctry	Reason	Approval	Settlement	Reimburse. amount	Curr.	Statutory trip type	Time
1133139	04/04/2006	Asheville, Sh.	US	Regional Office	Trip completd	to be settld	213.96	USD	Regular trip	07:3.0
1128924	03/14/2006	Smithfield, W.	US	Roundtable Meet.	Trip approved	Transferred to FI	70.21	USD	Regular trip	12:0.0
1127292	01/31/2006	Raleigh	US	Team Problem S.	Trip approved	Transferred to FI	40.00	USD	Regular trip	08:0.0
1119286	11/02/2005	Wilson	US	Mileage Reimbur.	Trip approved	Transferred to FI	97.50	USD	Regular trip	05:3.1
1095907	05/10/2005	Butner, North	US	Field Investigation	Trip approved	Transferred to FI	22.54	USD	Regular trip	09:0.0
1069436	10/20/2004	Wilmington	US	NC MPO Annual	Trip approved	Transferred to FI	363.63	USD	Regular trip	06:4.1
1064212	09/07/2004	Charlotte & A.	US	Field Trip and TE	Trip approved	Transferred to FI	476.08	USD	Regular trip	08:3.0
1048480	04/29/2004	Atlantic Beach	US	Field Investigatio	Trip approved	Transferred to FI	96.50	USD	Regular trip	06:4.0
1044866	03/12/2004	Wilmington	US	NCSITE Meeting	Trip approved	Transferred to FI	20.00	USD	Regular trip	07:0.0
1035266	09/26/2003	Raleigh, Fuq.	US	Mileage, NCSITE	Trip approved	Transferred to FI	103.56	USD	Regular trip	08:3.1
1006715	05/13/2003	High Point	US	Traffic Engineeri	Trip approved	Transferred to FI	224.74	USD	Regular trip	08:1.0

Results

8. Select the “Print” button to print the travel expense statement (expense voucher).



Standard Travel Expense Form

TRAVEL EXPENSE STATEMENT

Name: ROBERT JEFFREY JAEGER
Personnel: 1501457
Trip no: 1133139

Simulation
NCDOT NC Dept of Transportation
NCDOT Employees Cost center 150664

ITINERARY

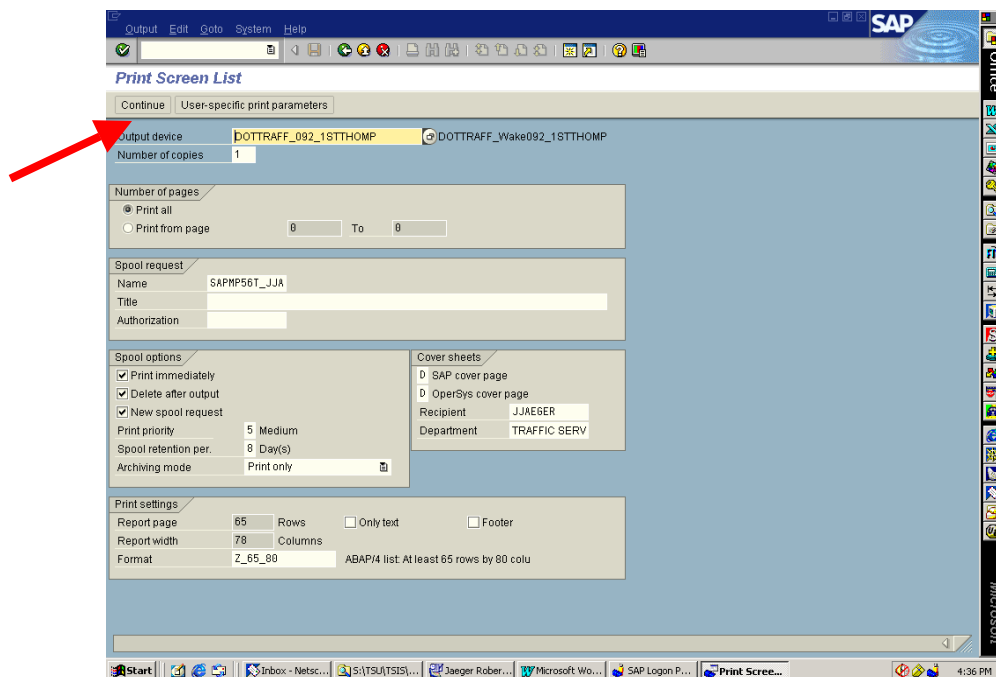
Trip destination	Reason/Location/Coun	Activity
04/04/2006 07:30 - 04/06/2006 17:00	Regional Office Meeting	All trips Asheville, Shelby US - NC In-State

PER-DIEM SETTLEMENT

Meals				
Date	Ctry	Company	Number	Reimburs. amount in USD
04/04/06 07:30 - 04/04/06 24:00	US	25.00	1	25.00
04/05/06 00:00 - 04/05/06 24:00	US	32.00	1	32.00
04/06/06 00:00 - 04/06/06 17:00	US	16.25	1	16.25
Total amounts for meals in USD				73.25
Total amounts PD/FR settlement in USD				73.25

ITEMIZED RECEIPTS

9. Select “Continue” on the print screen to complete the printing.



Print Screen List

Continue User-specific print parameters

Output device: DOTTRAFF_092_1STTHOMP
Number of copies: 1

Number of pages:
☒ Print all
☐ Print from page 0 To 0

Spool request:
Name: SAPMP56T_JJA
Title:
Authorization:

Spool options:
☒ Print immediately
☒ Delete after output
☒ New spool request
Print priority: 5 Medium
Spool retention per: 0 Day(s)
Archiving mode: Print only

Cover sheets:
☐ SAP cover page
☐ OperSys cover page
Recipient: JJAEGER
Department: TRAFFIC SERV

Print settings:
Report page: 65 Rows
Report width: 78 Columns
Format: Z_65_80
ABAP/4 list: At least 65 rows by 80 colu

10. Sign the travel expense statement (expense voucher) and give it (fax it) to your section head (other than scanning any receipts related to the current statement, there is no other paperwork necessary). **For regional staff, file the signed original, along with any receipts, in your office for audit purposes.**

Note – the travel expense statement (expense voucher) will have “Simulation” in the top right corner. This can be ignored.

Standard Travel Expense Form

04/27/2006 TRAVEL EXPENSE STATEMENT

Name: ROBERT JEFFREY JAEGER **Simulation**
 Personnel: 1501457 NCDOT NC Dept of Transportation
 Trip no: 1133139 NC Dept of Transportation 150664

Additional info for individual statement

DNo Doc.	Amount	Curr.	Date	to	Number	CtryRegion
001 Lodging	59.75	USD	04/04/06	04/06/06	1	US NC
Description	Renaissance Hotel					
Location	Asheville					
004 Lodging	57.00	USD	04/04/06	04/06/06	1	US NC
Description	Hampton Inn					
Location	Shelby					

CERTIFICATION

Under penalties of perjury I certify this is a true and accurate statement of the city of lodging and expenses incurred in the service of the State.

Date: _____ Signature: _____

I have examined this reimbursement request and certify that it is just, reasonable, necessary and conforms to State and Department travel policy.

Approving Authority's Signature: _____ Title: _____

H. Mileage (with meals)

I. Verifying Scanned Items

J. Scanning Approved Vouchers